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DRAFT

USE OF CAPITOL COMPLEX GUIDELINES

Incorporated in Rule 60H-6.004, F.A.C.
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I. Overview

The Department thanks you for your interest in reserving the available spaces at the Capitol Complex. The State of Florida takes great pride in its Capitol Complex and has made significant investments in the structures over time. This Use of Capitol Complex Guidelines document is intended to ensure that adequate controls are in place for use of the Capitol Complex in order to preserve the Capitol Complex for generations to come.

These Use of Capitol Complex Guidelines specify the requirements that apply to Agencies' use of reserved space in the Capitol Complex. These guidelines supplement the requirements set forth in Rule Chapter 60H-6, Florida Administrative Code, which can be found here: https://www.flrules.org/gateway/ChapterHome.asp?Chapter=60H-6.

II. What Space is Available?

Spaces available for reservation at the Capitol Complex are:

- Capitol Building - 22nd Floor – The indoor space located on the observation level of the Capitol Building. **The maximum occupancy is 250**. Limited equipment is provided with this reservation; you are responsible for any setup or tear down of the provided equipment.

- Capitol Courtyard – The outdoor space between the Capitol Building and the Historic Capitol.

- Historic Capitol Front Steps – The outdoor space located on the east side of the Historic Capitol, facing Monroe Street. Reservations for this space are for the front steps and lawn only.

- Large Vehicle Area – The outdoor space located along Monroe Street located east of the North Plaza. This space is intended to hold all large displays weighing more than 7,500 lbs.

- North Plaza – The outdoor space located on the north side of the Historic Capitol Building, which begins on the corner of Monroe Street and Jefferson Street. Reservation of the North Plaza does not include the space located under the portico of the House Office Building.

- Old Capitol Steps – The outdoor space located on the back of the Historic Capitol facing the Capitol Building.

- Plaza Level Rotunda – The indoor space located on the first floor of the Capitol Building. The Department reserves for the plaza level only.

- South Plaza – The outdoor space located on the south side of the Historic Capitol Building, which begins on the corner of Monroe Street and Madison Street. Reservation of the South Plaza does not include the space located under the portico of the Senate Office Building.

- Capitol Cooking Area – That certain portion of the southeast corner of the South Plaza closest to the Capitol Police guard shack, which is just outside of the Capitol Courtyard.

- Vietnam War Memorial – The outdoor space located across the street from the Historic Capitol at the corner of Monroe Street and Apalachee Parkway.

- Waller Park – The outdoor space located on the west side of the Capitol Building, facing Duval Street and the Florida Supreme Court. ~~*Currently under construction. Availability anticipated in calendar year 2023.~~

III. When is Space Available?

A. Operating Hours

The **Capitol Building** is typically open to the public between 8:00 a.m. and 5:00 p.m., Monday through Friday. The Capitol Building is closed on nights, weekends, and state holidays established in section 110.117, Florida Statutes, or those granted to executive branch employees by the Governor; during valid emergencies; and during times when the building is uninhabitable or when construction work to be done renders the space inaccessible. Other spaces in the Capitol Complex may be closed during valid emergencies and during times when construction work to be done renders the space inaccessible.

The **Historic Capitol** is open to the public. The Historic Capitol's hours can be found at: flhistoriccapitol.gov. Please contact the Historic Capitol at 850-487-1902 for additional information.

B. Event Duration and Times

i. Occupied Events

Occupied events will be limited to five (5) days in duration, within the existing operating hours unless prior approval is provided by the Department.

ii. Unoccupied Events

Unoccupied events will be limited to one, seven (7) calendar day period in duration unless prior approval is provided by the Department. The Department may also limit the duration if the exhibit, poster, sign, or display deteriorates or is damaged.

iii. Before- and After-Hours Events

Event set-up times before 8:00 a.m. and after 5:00 p.m. must be coordinated with the Department and Capitol Police.

Please note that for events held before or after hours, **you will need after-hours security services from Capitol Police**. You must reach out to Capitol Police to schedule and pay for these services. Failure to schedule these security services with Capitol Police will result in cancellation of the

event. It is suggested you reach out to Capitol Police at least 30 days prior to the event. Capitol Police can be reached at (850) 488-1790.

IV. What am I Responsible for When Applying to Reserve Space?

A. Meeting with Reservations Coordinator

After submitting the Capitol Complex Space Use Application, you are responsible for booking a meeting with the Reservations Coordinator to discuss event plans and current calendar parameters. The meeting, as referenced in this paragraph, may take place electronically, over the phone, or in-person.

B. Submitting a General Layout Image

Prior to your reservation date, you are responsible for providing the Reservations Coordinator with a general layout image of your anticipated event setup. The general layout image should reflect a visual representation of your event within the requested space. The General Layout Image should be submitted to the Reservations Coordinator at least four weeks prior to your event start date. The general layout image may be submitted to Reservations@dms.fl.gov.

C. Providing Vehicle and Equipment Information

Prior to your reservation date, you are responsible for providing the Reservations Coordinator with vehicle and equipment information to used by Capitol Police for verification purposes the day of your event. The Reservations Coordinator may request information relating to vehicle identification, gross vehicle weight, and event logistics information pertaining to vehicle presence at the Capitol Complex. The Reservations Coordinator may request information relating to specialty equipment present at your event including identification information, purpose for the equipment, and the planned location of that equipment. Requested vehicle and equipment information should be submitted to the Reservations Coordinator at least four weeks prior to your event start date.

V. ~~IV.~~ What am I Responsible for When Using Space?

A. Designating an On-Site Coordinator

You must designate an on-site coordinator who will be the main point of contact for the Department and Capitol Police regarding setup, access, security, logistics, and all other aspects of the planned event or placement of an exhibit, poster, sign, or display. A walk-through of the facility may be required by the Department to discuss the details of the requested event. In addition, your on-site coordinator must be on-site during setup, during the event, and until cleanup is complete and all trash, rentals, vehicles, and related items are removed from the site.

B. Liabilities and Damages

You are solely responsible for all costs, expenses, damages, liabilities, claims, or suits incurred during or resulting from the use of the Capitol Complex. This shall include damage done by your caterers, staff, volunteers, guests, attendees, and all other designees and agents. The Department **will** invoice you for any damages in excess of $100.

C. Safety and Security

All use of Capitol Complex Space must comply with the security requirements set forth in Rule Chapter 60H-6, Florida Administrative Code. Capitol Police can be reached at 850-488-1790. Information about Capitol Police requirements can be found here: https://www.fdle.state.fl.us/CapitolPolice ~~https://www.fdle.state.fl.us/Capitol-Police/Capitol-Police-Home.aspx~~.

D. Preservation of Property

You are responsible for returning the space in the same condition you received it. Throughout the event, you are also responsible for protecting the existing brick paver system from vehicles driven in the area. You will be required to pay any costs incurred by the Department to restore the area to its original condition, including any costs incurred by the Department to restore pavers or the paved surface to their original condition due to your event.

E. Equipment and Utilities

Except for the limited equipment the Department provides for reservations of the 22nd Floor, the Department will not provide any utilities (beyond basic outlets that are already installed) and/or equipment, including electricity, propane, sound equipment, lighting, extension cords, podium, microphone, tables, chairs, or other related items that may be necessary for the requested event. If utilities or equipment are necessary for the event, all such utilities and equipment shall first be approved by the Department before being supplied or installed. You are responsible for setting up and tearing down all equipment and utilities.

F. Signage

You must display signage while utilizing reserved space that indicates the name of the Agency that made the reservation.

VI. ~~V.~~ Are there Requirements or Limitations on Equipment and Displays?

- All equipment and other event-related items brought onto the premises must be approved in advance by the Department in consultation with Capitol Police.
- No vehicles, tents, tables, or displays may be set up in the 20-foot emergency access lanes indicated in the Capitol Courtyard diagram. The Department and Capitol Police have the authority to relocate or remove items that are in violation of this requirement.
- Please note the courtyard includes the Florida Veterans' Walk of Honor Memorial in a twenty-three-foot-wide space, in the middle of the courtyard. The placement of chairs, tables, tents, etc., must be configured so there is no placement on or over the Florida Veterans' Walk of Honor Memorial.
- Port-o-lets are prohibited without prior approval from the Department ~~not permitted~~. Events utilizing port-o-lets must receive prior authorization from the Department before placing port-o-lets on Capitol Complex grounds.

- Tents must be anchored to prevent collapse. If inclement weather conditions exist or become a factor after tents are installed, the Department and Capitol Police will require you to disassemble the tents immediately.
- Tents and equipment, including stage, sound, chairs, and stationary ~~non-static~~ items, must be placed a minimum of ten (10) feet from the front and back steps of the Historic Capitol so that visitors and employees may enter and exit the facility safely.
- The mid-risers of the Historic Capitol steps may be used as an elevated platform for a presentation or ~~for a podium, seating for~~ speakers ~~and distinguished guests, choral and band ensembles, color guard, and similar purposes~~ upon consultation with the Department. Stationary items, including podiums, are prohibited from the mid-risers of the Historic Capitol steps. A microphone and speaker may be used only if the speakers are placed on either side of the steps and the microphone is wireless.
- All sound equipment must be free standing and cords must be secured to avoid tripping hazards. Activities that are disruptive to the performance of official duties or delivery of services may be denied, ceased, or interrupted by the Department or Capitol Police. The maximum decibel level is 100dB. All noise complaints will be verified for compliance. The Department reserves the right to lower the volume as working needs at the Capitol require.
- No courtyard displays or equipment may block the Historic Capitol handicap entrance on the left side of the Old Capitol Steps. Historic Capitol doors must never be propped open or blocked at any time.
- No banners or signage may hang from the Historic Capitol or its fixtures.
- No banners or signage may hang from the exterior of the new Capitol or its fixtures.
- Displays may be freestanding, placed on tables, or affixed on the interior columns with rope, twine, or similar materials. No adhesive materials may be used.
- Vehicles and other large displays are limited to no more than 7,500 lbs in the Capitol Courtyard. Any vehicle or large display weighing more than 7,500 lbs must be placed in the Large Vehicle Area which is located along Monroe Street. Vehicles are prohibited in all other locations. The Department reserves the right to determine whether other spaces are appropriate for other vehicle displays in accordance with Rule 60H-6.007(2) ~~60H-6.008(2)~~, Florida Administrative Code.

VII. ~~VI.~~ Can I Serve Food and Beverages?

A. Food and Beverage Consumption

The *Capitol Complex Space Use Application* requires you to indicate whether you intend to serve food or beverages. Provided you specified this on your application, food and beverages (including alcohol) may be served in all the spaces available for reservation at the Capitol Complex, with the exception of alcohol in the Rotunda. If you did not specify this on your application, you must modify your application prior to your event to obtain permission to serve food and beverages.

B. Cooking

The reservation application requires you to indicate whether you plan to cook at the Capitol. Cooking is permitted in the Capitol ~~designated~~ C~~c~~ooking A~~a~~rea only, which is located outside the Capitol Courtyard

and must be reserved through the Department. The Department will provide a map illustrating the designated Capitol Ccooking Aarea in the Courtyard after confirmation of your reservation request. If you intend to cook, you must identify whether you plan to use charcoal, wood, or propane. If you did not specify that you plan to cook on your application, you must modify your application prior to your event to obtain permission to cook.

If you do cook, a protective material (1/2" minimum plywood sheathing) must be placed under the cooking apparatus. Off-site disposal of grease and cooking oil is required. All grease or cooking oil spills must be thoroughly pressure cleaned at your expense and performed at a time that does not interfere with other events or official state business.

VIII. ~~VII.~~ How do I Access the Space?

A. Parking

All vehicles not used for static displays must park off-site at your expense. Visitor parking is available in designated areas only. For additional information, and to view the Capitol Center Map, please visit the Department's website here: https://www.dms.myflorida.com/content/download/79078/458713/Downtown_Map_042618_11_x_8.pdf.

Parking is also available through the City of Tallahassee at Kleman Plaza and the Donald L. Tucker Civic Center (Civic Center) for a nominal fee. For information regarding parking at Kleman Plaza please call (850) 561-3066. For Civic Center parking information please call (850) 487-1691.

B. Loading, Unloading, and Deliveries

Passenger bus loading and unloading for all event locations must take place along Duval Street between the Capitol and the Florida Supreme Court. Bus parking is available at the Civic Center or, if that space is unavailable, in the drop off zone between the Knott Building parking lot.

Deliveries for events in the Capitol Courtyard and the Historic Capitol must take place at the South Monroe Street entrance. Access may be obtained by calling Capitol Police at (850) 488-1790 approximately ten minutes prior to arrival.
Deliveries of bulk items such as displays, tables, and chairs for events in the Plaza Level Rotunda must take place at the service drive off Jefferson Street (north loading zone). The service drive opens at 7:00 a.m. and closes at 5:30 p.m. unless arrangements are made in advance with the Department coordinator and the Capitol Police. Small, hand-held items may come through the Plaza Level security checkpoint.

Deliveries for events in Waller Park shall take place along Duval Street, which is the space in front of the Capitol that faces the Florida Supreme Court. If items require transport with a cart, access is available from the service drive. No vehicular access is permitted in Waller Park.

IX. ~~VIII.~~ What am I Responsible for After the Event?

Clean-Up. All garbage must be placed in the dumpster located in the service drive or otherwise removed from the property immediately following the event. The Department's Facilities Manager and the Reservations Coordinator will inspect the reserved area before and after the event for damage and cleanliness. You are solely responsible for thoroughly cleaning the premises used upon termination of such use, including the disposal of garbage, food debris, and related items prior to leaving the site. You must also ensure that all event items are removed after the event. Any items not removed will be discarded.

You will be required to pay any costs incurred by the Department to restore the area to its original condition.

X. ~~IX.~~ Are there Special Provisions for the 22nd Floor?

A. Equipment

The Department will provide the following equipment:

- (4) – 6 foot and (18) – 8-foot rectangular tables, total of 22 (no tablecloths or linens)
- 78 chairs
- 1 Podium (with built in microphone)
- 6-foot audio visual screen
- U.S. and State of Florida flags
- Vacuum cleaner
- Minimal cleaning supplies, trash can liners, toilet tissue and paper towels

Do not remove these items from the 22nd Floor.

You must provide all other equipment. The Department does not provide vendor recommendations (i.e. caterers, janitorial, etc.).

B. Space and Access to Space

Please see the Department's Facility Manager in LL12 for a key to access the kitchen and storage areas.

For the safety and security of our guests and building, access for after-hours events is only allowed to the 22nd floor via the Plaza Level.

C. Clean-Up.

Immediately following the event, you must complete the following:

- Remove all of your items, including food, equipment (e.g., tables, chairs, dishes, linens, etc., rented or otherwise), and trash, from the site.
- Clean the space in accordance with the 22nd Floor Cleaning Checklist provided at the end of this document.

- Return all Department furniture, tables, chairs, etc. to their original location.
- Return the key to the Department's Facility Manager's office (located in LL12).

Failure to complete the above tasks immediately following the event may negatively impact future event requests and may result in the Department invoicing you in accordance with section V.B. ~~IV.B.~~, above.

XI. ~~X.~~ How are Cancellations Handled?

The Department reserves the right to request that the Agency postpone, relocate, or reduce in size and scope an approved reservation if necessary to accommodate additional reservation requests.

The Department may also cancel, postpone, or relocate an approved reservation if:

1. the space requested: i) becomes unavailable due to a valid emergency, ii) becomes uninhabitable, or iii) becomes unavailable because construction work to be done renders the space inaccessible; or
2. you violate the terms and conditions of these guidelines.

If you decide to cancel the reservation, you must promptly notify the Department so that the space can be made available to another Agency. Failure to provide prompt notice of a cancellation may result in the denial of future requests.

XII. ~~XI.~~ Additional Questions?

Please contact Reservations by phone at (850) 841-9551 ~~(850) 487-1119~~ or by email to Reservations@dms.fl.gov.

22nd FLOOR CLEAN UP LIST

1. Return the key to the facility manager's office, located in LL12, immediately following the event. The key opens the kitchen, storage, and janitorial closets (near restrooms).
2. Cleaning supplies, garbage bags, paper towels, broom, and a dustpan are in the kitchen. In order for us to maintain the affordability of this space, please return all cleaning supplies to the kitchen and refrain from using an overabundance of supplies.
3. Sweep and mop the kitchen. The mop and bucket are in the janitor's closet.
4. Vacuum the carpet. The vacuum cleaner is in the storage closet.
5. Wipe down the marble window ledges (as needed).
6. Wipe up all stains/food on the carpet that occurred during the event by blotting the area with a dry cloth, followed by a clean damp cloth. Should a stain remain, please contact the Department at Reservations@dms.fl.gov or 850-487-1119.
7. Wipe down and clean the sink, kitchen counter tops, shelves, cabinets (inside and outside), and walls where food may splatter.
8. Wipe down tables and chairs (as needed).
9. Clean bathrooms.
10. Sweep and mop bathrooms (as needed).
11. **Do not dump ice in sinks and toilets**. Applicable fees will be deducted as the ice creates condensation in the line, prevents proper plumbing fixture drainage, and becomes a significant maintenance issue requiring both mechanical and janitorial labor to correct. Ice should be taken outside the Capitol for disposal.
12. Remove all trash, including emptying the four marble cans, and take it to the dumpster in the service drive. Put trash in the trash dumpster, not the recycle bin. Replace liners in all cans after you empty them. Wipe down rolling trashcans inside and out, as needed and wipe down the plastic tops of the marble cans.
13. Do not drag trash bags into elevators or down hallways.

It is your responsibility to ensure the area is properly cleaned as required above. Failure to comply with the above equipment and housekeeping items may result in the Department sending an invoice to the requestor for any damages in accordance with section V.B. ~~IV.B.~~, above, and may negatively impact future event requests.